CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

CTC ONLINE HANDBOOK FOR ONLINE PIP/STSP SUBMISSION

July 2019

Introduction

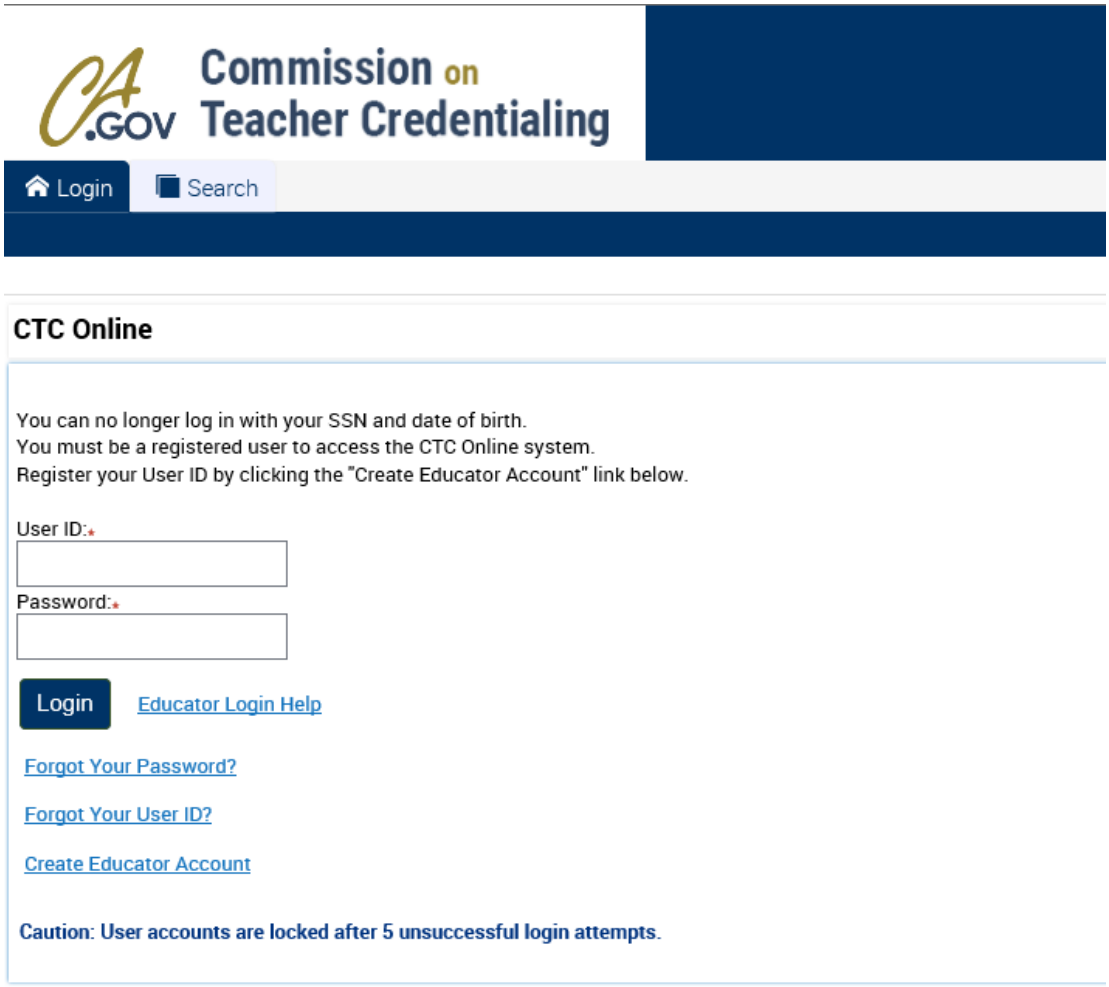
On April 22, 2019 the Commission notified the field in CIA 19-04 that CTC Online would now allow submission of Provision Internship Permits (PIPs) and Short-Term Staff Permits (STSPs). This document was created as a guide to this online submission process and contains step-by-step instructions along with information on common errors.

This guide is meant for those already familiar with the CTC Online system and it will only concentrate on PIP and STSP submission. For a full overview of the enter CTC Online system and instructions on submitting other document types please see the CTC Online Handbook for Online Document Submission.

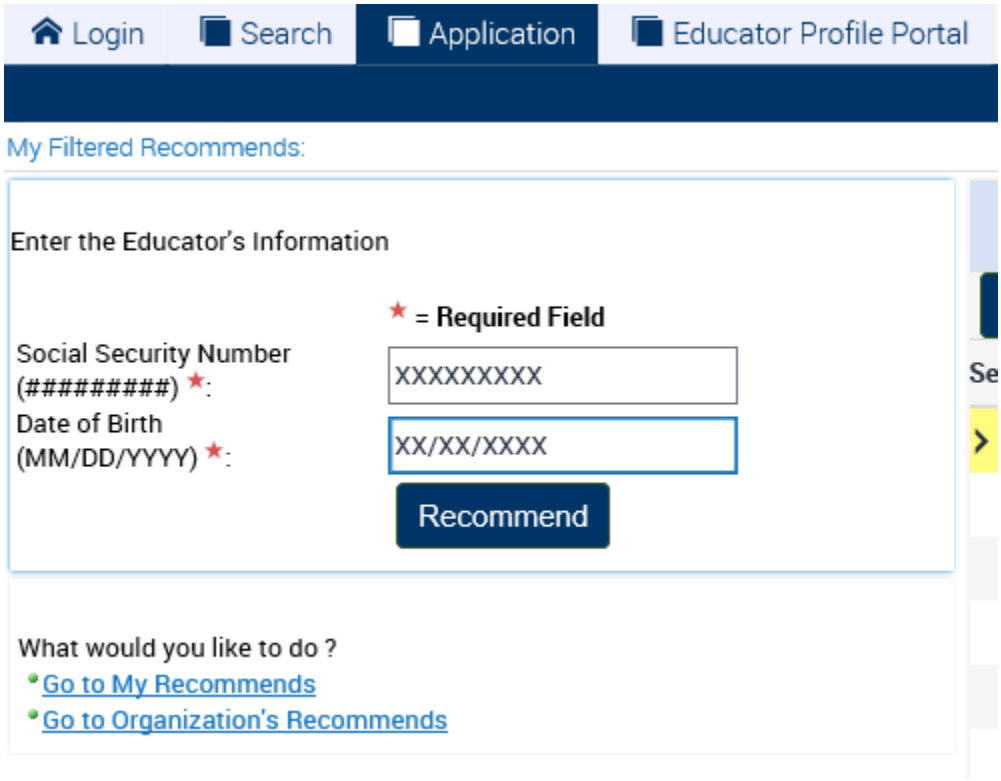
NOTE: the example used in the screens below is a PIP. The submission process is identical for the STSP.

Step-By-Step Guide

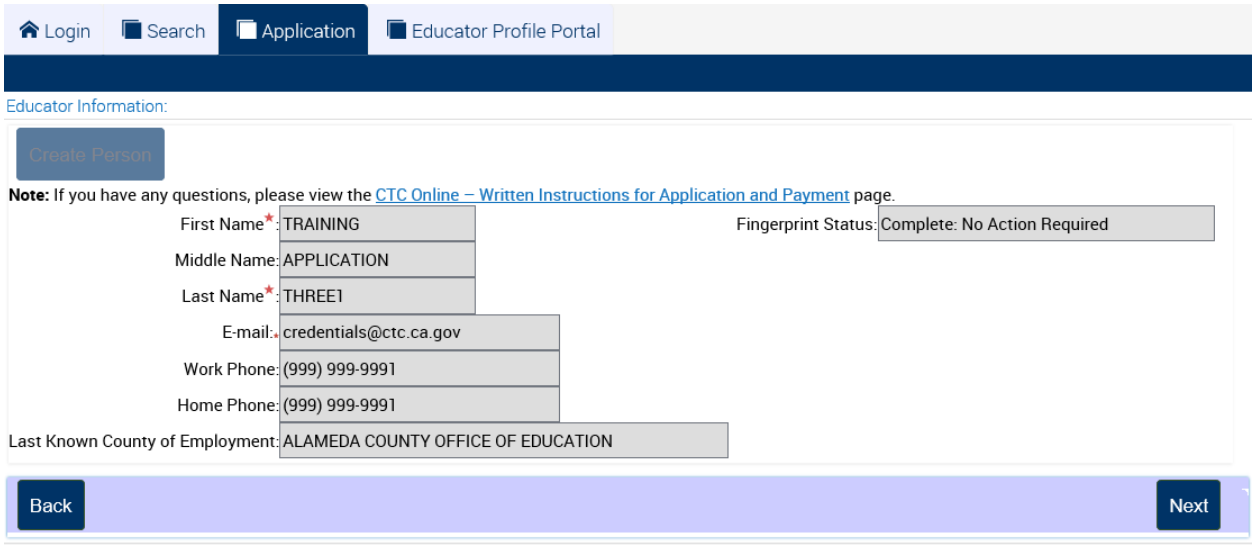
1. Log in to CTC Online



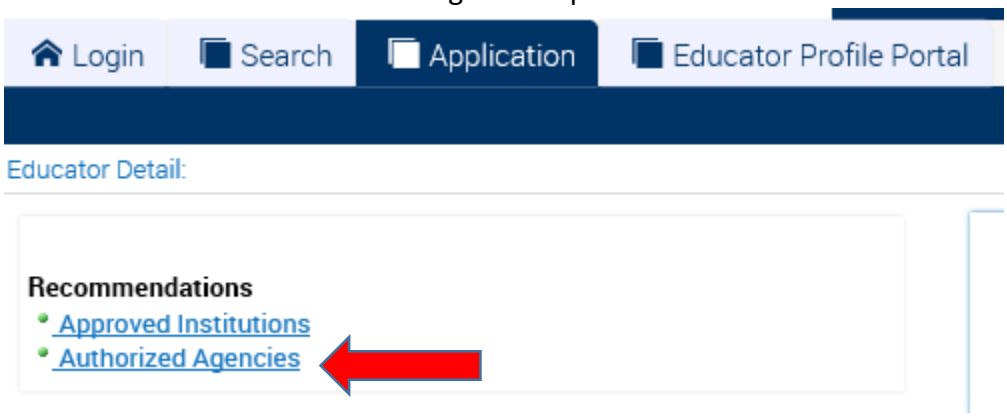
2. Navigate to the Application tab and enter the Social Security Number and Date of Birth of the candidate.



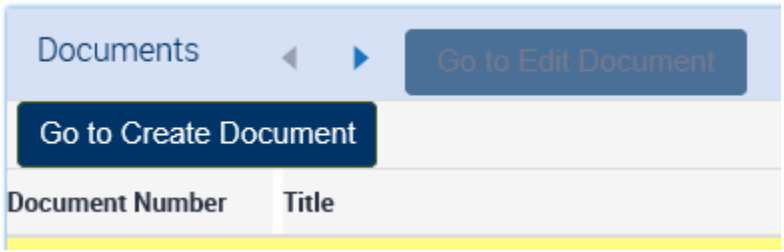
3. Review the educator's information then click "Next".



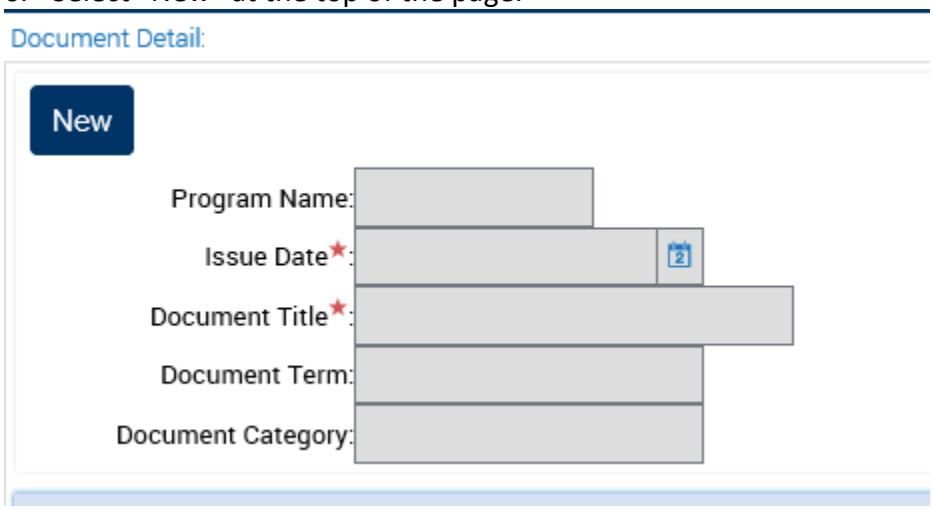
4. Select the “Authorized Agencies” button. Non-program options (PIP, STSP, 30-Day Substitute Permit) are all within the Authorized Agencies option.



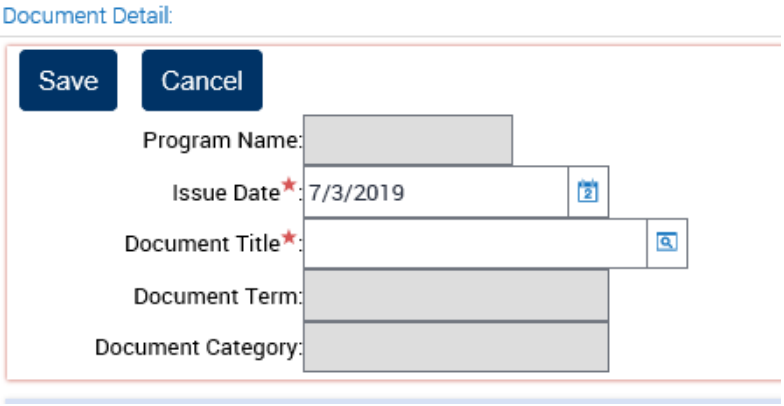
5. Click the “Go to Create Document” button.



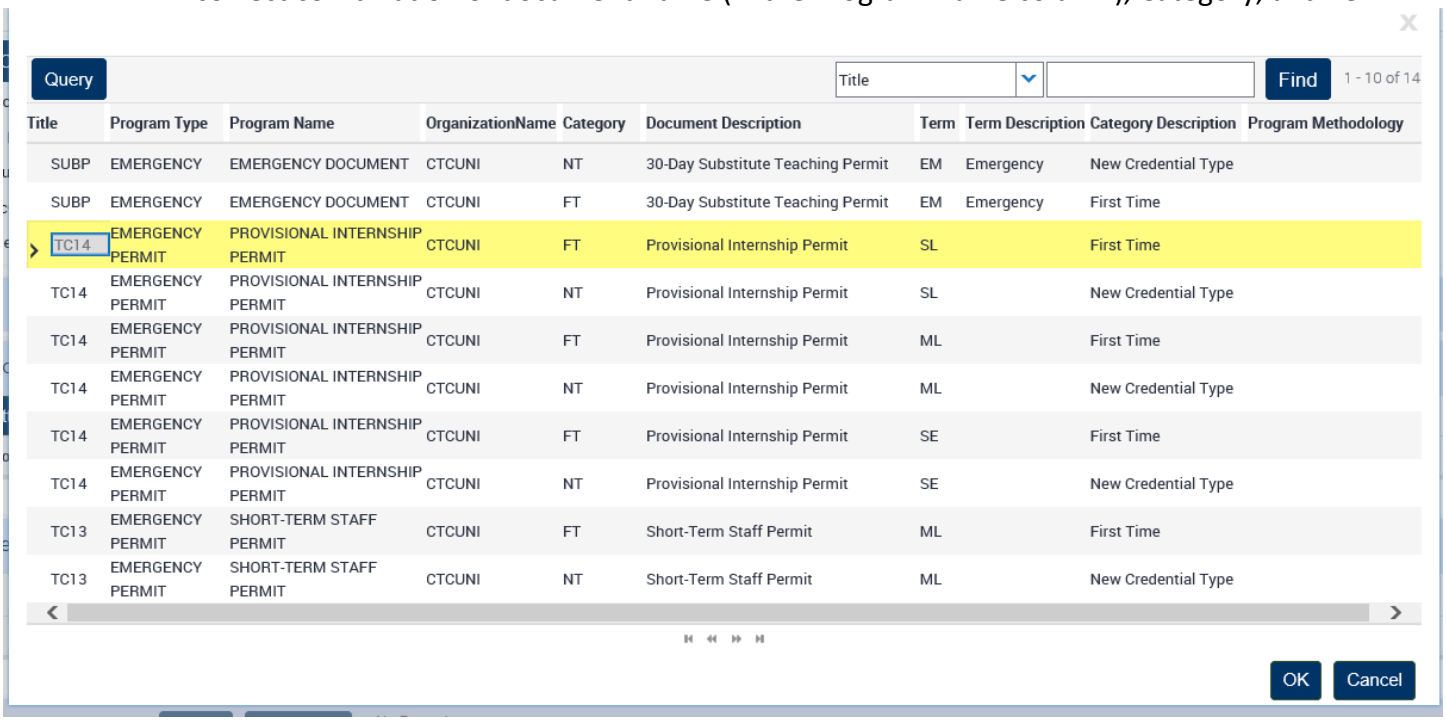
6. Select “New” at the top of the page.



7. Enter the issuance date of the document.
    a. The expiration date is be determined and entered by CTC staff based on information on form CL-857 (PIP) or CL-859 (STSP).



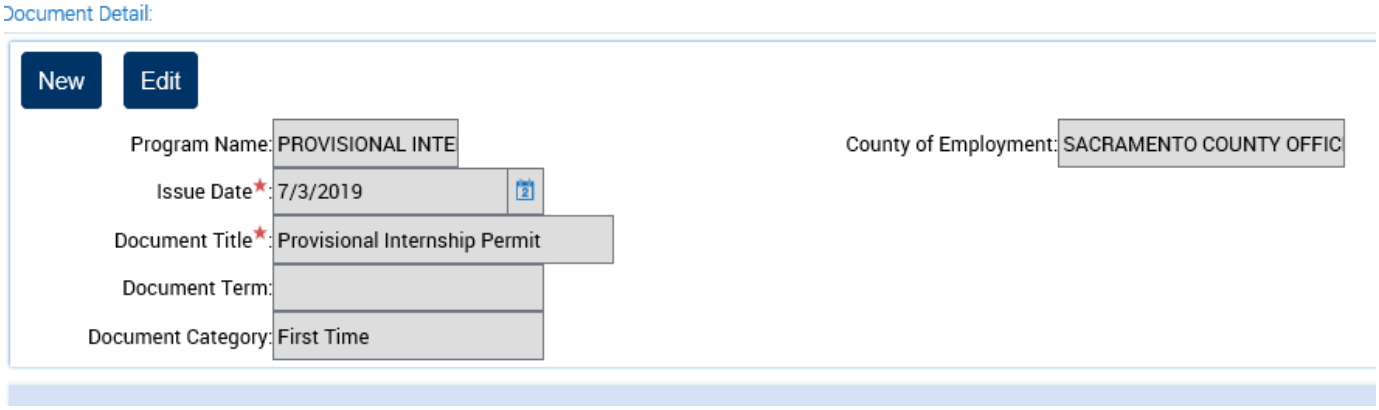
8. Click on the pick applet to the right of the Document Title field to open a new window and select the credential. Click OK to close this window.
    a. Analysts should carefully select the correct document option. CTC Online will restrain authorization options depending on the term selected so selecting the correct term is essential to avoid crucial errors. There will be three options for term codes:
        i. SL = Single Subject
        ii. ML = Multiple Subject
        iii. SE = Education Specialist
    b. These term codes are the same for PIPs and STSPs. For this reason, it is important to select the correct combination of document name (in the Program Name column), Category, and Term.



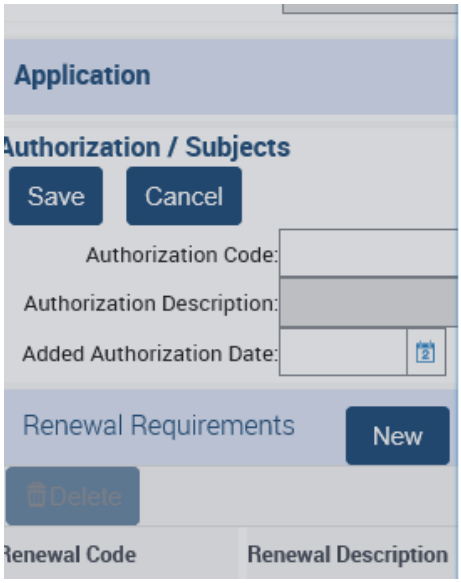
Title	Program Type	Program Name	OrganizationName	Category	Document Description	Term	Term Description	Category Description	Program Methodology
SUBP	EMERGENCY	EMERGENCY DOCUMENT	CTCUNI	NT	30-Day Substitute Teaching Permit	EM	Emergency	New Credential Type	
SUBP	EMERGENCY	EMERGENCY DOCUMENT	CTCUNI	FT	30-Day Substitute Teaching Permit	EM	Emergency	First Time	
TC14	EMERGENCY PERMIT	PROVISIONAL INTERNSHIP PERMIT	CTCUNI	FT	Provisional Internship Permit	SL		First Time	
TC14	EMERGENCY PERMIT	PROVISIONAL INTERNSHIP PERMIT	CTCUNI	NT	Provisional Internship Permit	SL		New Credential Type	
TC14	EMERGENCY PERMIT	PROVISIONAL INTERNSHIP PERMIT	CTCUNI	FT	Provisional Internship Permit	ML		First Time	
TC14	EMERGENCY PERMIT	PROVISIONAL INTERNSHIP PERMIT	CTCUNI	NT	Provisional Internship Permit	ML		New Credential Type	
TC14	EMERGENCY PERMIT	PROVISIONAL INTERNSHIP PERMIT	CTCUNI	FT	Provisional Internship Permit	SE		First Time	
TC14	EMERGENCY PERMIT	PROVISIONAL INTERNSHIP PERMIT	CTCUNI	NT	Provisional Internship Permit	SE		New Credential Type	
TC13	EMERGENCY PERMIT	SHORT-TERM STAFF PERMIT	CTCUNI	FT	Short-Term Staff Permit	ML		First Time	
TC13	EMERGENCY PERMIT	SHORT-TERM STAFF PERMIT	CTCUNI	NT	Short-Term Staff Permit	ML		New Credential Type	

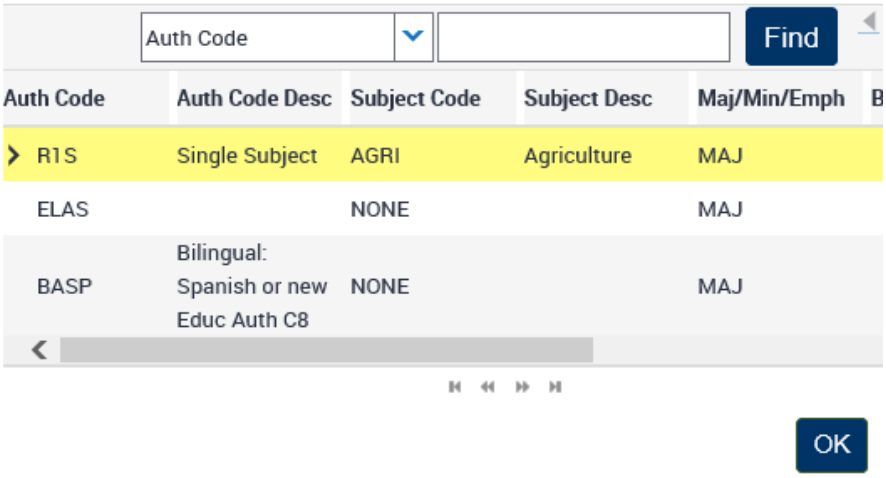
9. Enter the County of Employment.

10. Hit “Save” to complete the top portion of the document creation screen.



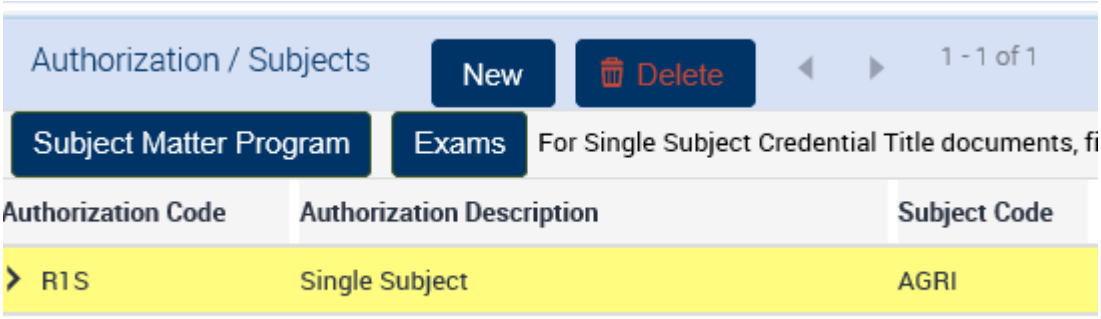
11. In the Authorization/Subjects area, click “New” to begin entering the authorization. Use the Pick Applet to enter the Authorization Code.
    a. REMINDER: this field is constrained by the document term selected in the top section. In this example, the Single Subject term (SL) was chosen for the PIP so the pick applet in this step will only display Single Subject authorizations. If you do not see the authorization(s) you expect you may need to return to the first section and select the correct Document Title and Term combination.





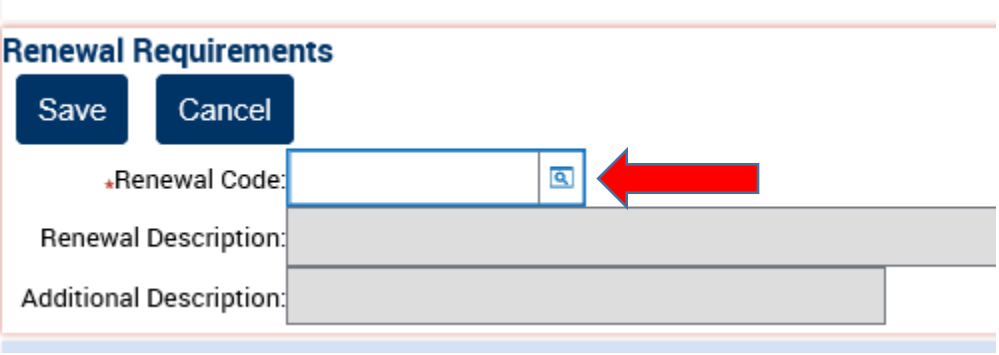
12. Click “OK” to close the authorization pick applet.

13. Next, enter the authorization date. Hit “Save” to complete this section.

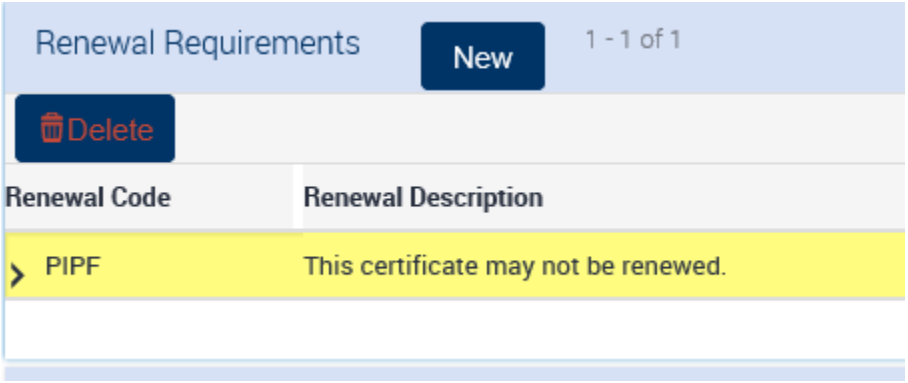


14. Click “New” next to Renewal Requirements to begin entering the renewal information.

15. Click the pick applet next to Renewal Code to view available codes.

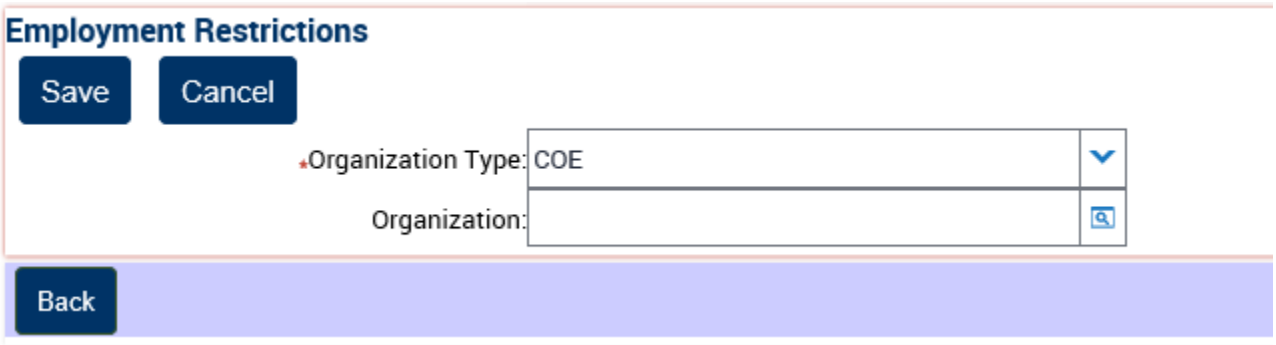


16. Select the correct renewal code, and then click “OK” to close the applet window. Then click “Save”.
    a. NOTE: it is crucial that analysts enter the renewal code. While other documents through CTC Online automatically populate this information that feature is not yet available for PIPs and STSPs.

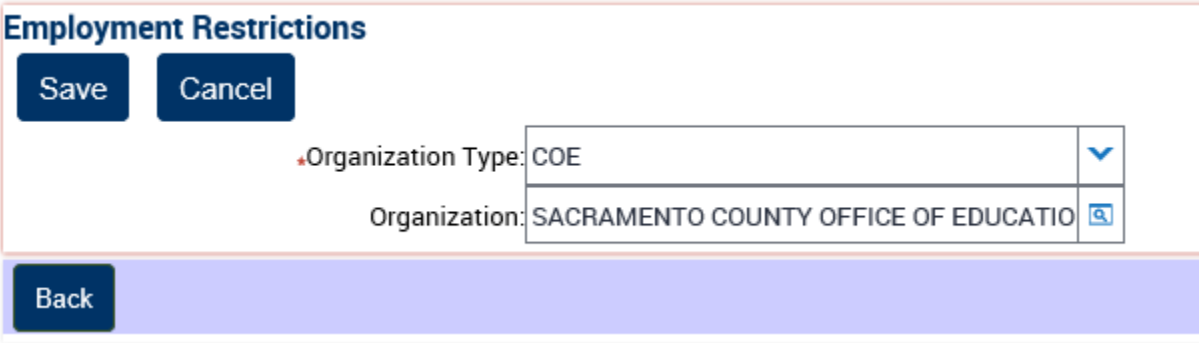


17. Next, select “New” in the bottom section of the page to enter the employment restriction.

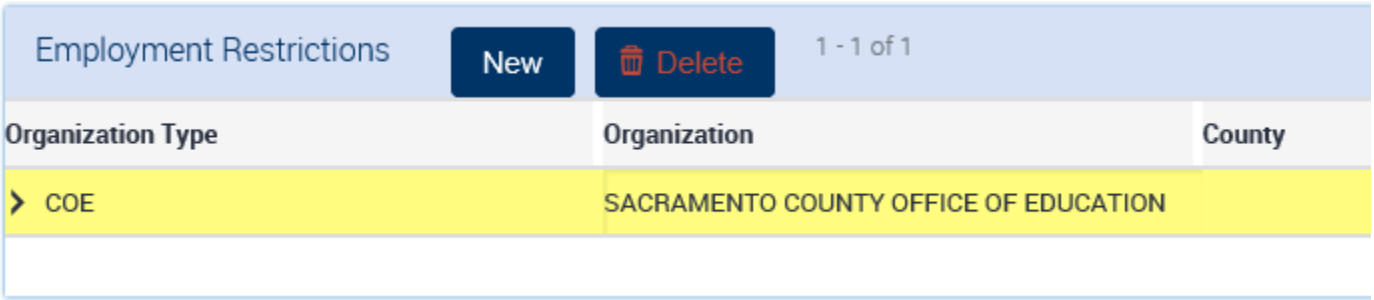
18. The employment restriction field is constrained by the Organization Type. If you do not select the correct Organization Type you may not see the necessary Organization listed in the pick applet. The Organization Type options are:
    a. COE = County Office of Education
    b. CS = Charter School
    c. NPS/NPA = Non-public school/Non-public agency
    d. SCS = Statewide Charter School
    e. SD = School District
    f. SWA = Statewide Agency



19. Once the correct Organization Type is set, click the button to the right of the Organization field to open the pick applet and select the restriction. Once selected, click “OK” to close the pick applet.



20. Click “Save” to complete entering the Employment Restriction.

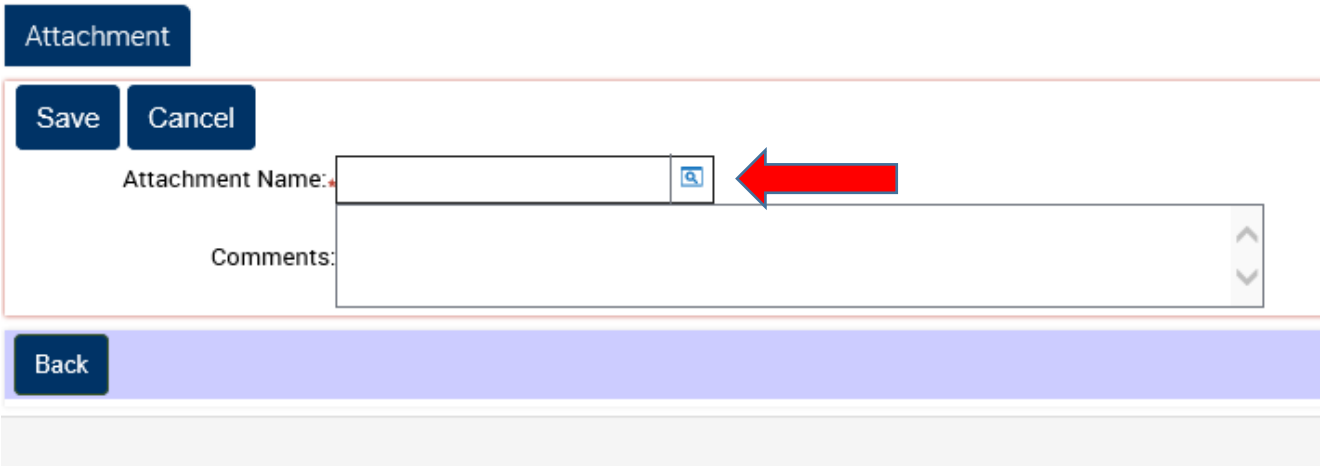


21. Please double check to ensure that the following have been entered as the application will be rejected if any of the following are missing:
    a. Authorization
    b. Renewal Requirement
    c. Employment Restriction

22. If everything on the page looks correct, click “Next” in the bottom right corner to continue the recommendation process.

23. On the Educator Attachments page, click “New” to begin uploading the scanned supporting documentation for the PIP.
    a. Detailed information on the requirements for the PIP are found in Credential Leaflet CL-856 and in Credential Leaflet CL-858 for the STSP.
    b. Additional tips for uploading supporting documentation is found in CIA 19-04.

24. Click on the pick applet icon in the Attachment Name field to open an explorer window and select the document(s) to upload.



25. Once all supporting documentation has been uploaded click “Save” to close the pick applet. The attachment(s) you just uploaded will display on the screen. If other files show in this same area they were uploaded to this educator’s file previously and should be ignored. Click “Next” to go to the final page of the recommendation process.

26. Confirm the information at the top of the final page matches what you intended to submit. Next, read the instructions at the bottom and select “Yes” from the drop down menu. Click “Submit” to complete the recommendation.

